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REFERENCES

- (a) Section 1601-1614 of Title 10, United States Code
- (b) DoD Instruction 1400.25, 2000 Volume Series
- (c) SECNAV Instruction 12250.6A, "Civilian Human Resources Management in the Department of the Navy," January 17, 2013
- (d) Title 5, United States Code
- (e) Title 38, United States Code
- (f) DoD Instruction 1402.01, "Employment of the Retired Members of the Armed Forces," September 9, 2007
- (g) DoD Instruction 1400.25, Volume 300, "DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense," December 10, 2008
- (h) DON Civilian Human Resources Manual, Subchapter 837, "Employment of Reemployed Annuitants"
- (i) DoD Priority Placement Program Handbook, Defense Civilian Personnel Advisory Service, July 2011
- (j) DON Civilian Human Resources Manual, Subchapter 1606, "Procedures for Processing Requests for Reasonable Accommodation"
- (k) Guidance and Advice Memorandum #86, "Reassignment as a Reasonable Accommodation"
- (1) DCIPS Retention Program Guidance, Prepared by the Defense Civilian Intelligence Personnel System Program Execution Office, Version 1, February 2013
- (m) Executive Order 12968, "Access to Classified Information," August 2, 1995, as amended
- (n) Intelligence Community Directive 704, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and

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- Other Controlled Access Program Information," October 1, 2008
- (o) SECNAV M-5510.30, "DON Personnel Security Program," June 2006
- (p) Part 1607 of Title 29, Code of Federal Regulations
- (q) SECNAV M-5210.1, "DON Records Management Program, Records Management Manual," January 2012
- (r) DoDI 1400.25, Volume 2004, "DCIPS Adjustment In Force," incorporating Change 2 as of May 4, 2012
- (s) SECNAV Instruction 12900.2A, "Defense Civilian Intelligence Personnel System," February 8, 2013
- (t) DoD Instructions 1400.20, "DoD Program for Stability of Civilian Employment," September 26, 2006
- (u) DoD Instruction 1442.02, "Personnel Actions Involving Civilian Attorneys," September 30, 2010
- (v) Intelligence Community Directive Number 601: Human Capital, Joint Intelligence Community Duty Assignments, September 4, 2009

1. **PURPOSE.** To establish policy; emphasize the Naval Intelligence commitment to adherence to merit system principles, veterans' preference and equality of opportunity principles; and to assign responsibility for employment and placement program policies for civilian employees covered under the Defense Civilian Intelligence Personnel System (DCIPS).

2. APPLICABILITY

- 2.1. This Chapter applies to Department of the Navy (DON) DCIPS employees who have been appointed under section 1601 of reference (a).
- 2.2. Does not apply to members of the Defense Intelligence Senior Executive Service or Defense Intelligence Senior Level employees.
- 3. **POLICY.** It is Naval Intelligence policy that DCIPS employment and placement practices shall:
- 3.1. Facilitate the recruitment and employment of a high-quality, diverse workforce with the skills and competencies needed to meet mission requirements.
- 3.2. Facilitate the development of a workforce that acquires an integrated enterprise-wide and interagency perspective through assignments that cross Department of Defense (DoD) components and boundaries.
- 3.3. Maintain compliance with veterans' preference, merit system principles, equal employment opportunity (EEO) and restrictions on employment of relatives consistent with applicable law.
- 3.4. Incorporate best practices from Government and, consistent with law, the private sector in recruiting and placing qualified staff.
- 3.5. Be executed by Entities with DON DCIPS Positions (EDDPs), or their servicing human resources component with appointing authority and responsibility for their DCIPS employment and placement programs, as applicable. Nothing in this policy should be construed as providing appointing authority, or other personnel authority, to any entity that did not have such authority before issuance of this policy.

4. RESPONSIBILITIES

- 4.1. The Deputy Director of Naval Intelligence (DDNI) shall:
- 4.1.1. Implement reference (b) and issue supplemental DON DCIPS policy and guidance as appropriate.
- 4.1.2. Set policy and direct programs for civilian functional community management and community strategic workforce planning.

4.2. The Naval Intelligence Chief Human Capital Officer (CHCO) shall:

- 4.2.1. Provide executive advice and consultation to the DDNI on DCIPS employment and placement policies and programs.
- 4.2.2. In conjunction with the Director, Office of Civilian Human Resources (OCHR) Headquarters, develop, publish, and oversee the policies governing the design and administration of DON DCIPS employment and placement programs consistent with references (a) through (v).
- 4.2.3. Ensure implementation of DCIPS employment and placement programs and monitor compliance through reporting requirements and program evaluation.
- 4.3. The **Directors of Civilian Human Resources (DCHR)** with DCIPS employees shall:
- 4.3.1. Provide advice and guidance on employment and placement matters to their EDDPs in accordance with this chapter.
- 4.3.2. Ensure that DCIPS employment and placement programs are established and implemented in their EDDP(s) in compliance with laws, statutes, regulations, and guidance.
- 4.3.3. Delegate, in writing and as appropriate, the authority to approve DCIPS hiring incentives and other staffing flexibilities used in the employment and placement process in their EDDP(s).
- 4.3.4. Establish and execute staff plans in their EDDP(s) with associated recruitment strategies, mission goals

and requirements, and communicate those plans to the Human Resources Office (HRO) servicing DCIPS employees.

- 4.3.5. Conduct periodic assessments on DCIPS employment and placement programs to evaluate their effectiveness and adherence to USD(I) and DON policies and requirements.
- 4.4. The **Human Resources Director (HRD)** servicing DCIPS employees shall:
- 4.4.1. Function as the senior human resources professional staff advisor and merit system principles advocate for assigned EDDPs.
- 4.4.2. Assist EDDPs with proper planning and execution of their civilian staffing and employment authorities and responsibilities.
- 4.4.3. Comply with, implement, and administer DCIPS staffing and employment policies, programs, and processes.
- 4.4.4. Ensure appropriate training is provided on staffing and employment program areas.
- 4.4.5. Assist EDDPs in the timely implementation of new staffing and employment policies, business processes, and guidelines.
- 4.4.6. Partner with their servicing OCHR Operations Center to ensure DCIPS employment and placement processes are administered in compliance with policy.
- 4.4.7. Resolve staffing, placement, and employment issues referred from EDDPs and direct corrective action when warranted.
- 4.5. The OCHR Operations Center Directors shall ensure the policies and business processes for DCIPS employment and placement are in compliance with this chapter and shall execute the delegated authorities and responsibilities of reference (c).

4.6. The **EDDPs** shall:

4.6.1. Manage internal employment and placement programs in compliance with references (a) through (v) and the provisions of this chapter.

- 4.6.2. Partner with their HRO servicing their DCIPS employees to facilitate the employment and placement of a highly skilled workforce.
- 4.6.3. Issue internal supplemental guidance in conjunction with their DCHR, if applicable.
- $4.6.4.\ \mbox{Manage DCIPS}$ personnel within their organization.

4.7. The Supervisors and Managers shall:

- 4.7.1. Adhere to all merit system principles and veterans' preference; avoid prohibited personnel practices; and support DCIPS employment and placement programs.
- 4.7.2. Be responsible for collaborating with the HRO responsible for servicing their DCIPS employees to facilitate the employment and placement of a highly skilled, diverse workforce.
- 4.7.3. Be fully involved in the employment and placement processes to include planning current and future workforce requirements, identifying the skills required for the job, engaging actively in recruitment and outreach efforts, and engaging in the interview process.
- 4.7.4. Have the authority to make operational human resources decisions consistent with established human resources policies and programs, and initiate appropriate requests for personnel actions.
- 5. **GENERAL STRUCTURE.** DCIPS employment and placement programs shall incorporate the principles and practices of:
- 5.1. <u>Veterans' Preference</u>. When staffing from external sources, veterans, as defined by section 2108 of reference (d), shall be given preference for employment. The procedures outlined in paragraph 21.4. shall apply.
- 5.2. Merit System Principles. In accordance with section 1612 of reference (a), merit system principles shall apply to DCIPS employment and placement actions.
- 5.3. <u>Prohibited Personnel Practices</u>. DCIPS employment and placement actions shall be free from unlawful discrimination, as

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- well as other practices prohibited by section 2302 of reference (d), as required by law.
- 5.4. <u>EEO</u>. Naval Intelligence shall apply EEO compliant, nondiscriminatory staffing and employment objectives for its workforce. Affirmative employment reviews shall incorporate ongoing evaluation of policies and procedures to ensure equality of opportunity and implement process improvements when deemed necessary.
- 5.5. Restrictions on Employment of Relatives. Advocacy for DCIPS appointment, employment, promotion, and advancement of relatives is prohibited in accordance with section 3110 of reference (d).
- 5.6. Uniformed Services Employment and Reemployment Rights Act (USERRA). The provisions of USERRA shall apply in DCIPS employment and placement policies and practices in order to ensure the protection of civilian job rights and benefits for veterans and reservists, as provided for by applicable law, sections 4314-4315 of reference (e).
- 6. **DCIPS APPOINTING AUTHORITY**. The title 10 excepted service appointing authority, 10 United States Code 1601, is the appointing authority used for all DCIPS appointments, including students, experts, consultants, veterans, disability programs, etc. Appointment authorities specific to competitive service or leading to competitive service are not applicable to DCIPS.
- 7. **DCIPS APPOINTMENT TYPES**. DCIPS appointments may be permanent, indefinite, term, or temporary. EDDPs may make DCIPS appointments through competitive or noncompetitive procedures as outlined in this chapter.
- 7.1. <u>DCIPS Permanent Appointment</u>. An appointment without time limitation.
- 7.2. <u>DCIPS Indefinite Appointment</u>. An appointment without specific time limitation. These appointments are temporary and may be terminated at any time. A notice period of 30 days is desirable before effecting a termination. These appointments shall be reviewed for continuation on an annual basis.
- 7.3. <u>DCIPS Term Appointment</u>. An appointment for a specified period when the need for an employee's services is not permanent or to accomplish permanent work in circumstances where the position cannot be filled permanently. A DCIPS term

appointment may be made for an initial specified period of more than one year, but less than five years. Initial appointments of less than five years may be extended to a total of five years.

- 7.3.1. Term appointments terminate automatically upon the expiration date unless an extension has been approved, or the employee resigns, or is separated, at an earlier date. These appointments may be terminated at any time. A notice period of 30 days is desirable before effecting a termination.
- 7.3.2. A term employee may be eligible for conversion to a permanent appointment when the employee was initially selected from an announcement that specifically stated such eligibility and the employee has completed at least two years of continuous service with at least a "Successful" overall performance evaluation of record. In such cases, the employee converts to permanent in the same or lower work level or grade to which the employee was hired. Under special programs, term employees may be converted to a permanent position in a higher work level or grade following established special program guidelines.
- 7.3.3. A term employee may be reassigned, reduced in grade, or promoted to another term position provided the total combined service under the term appointment does not exceed the maximum five-year time limitation and the employee meets the qualification requirements.
- 7.4. DCIPS Temporary Appointment. An appointment that is made for a short period when the need for an employee's services is not permanent. A temporary appointment may be made for a period not to exceed one year and may be extended for up to one additional year, not to exceed a maximum of two years.
- 7.4.1. Temporary appointments terminate automatically upon the expiration date unless terminated earlier or an extension has been granted. Where possible a 30 day notice period will be provided to employees terminated before the expiration date of a temporary appointment.
- 7.5. Appointment of Retired Service Members. Retired members of the Armed Forces have the right to seek and be considered for DCIPS positions. Such consideration shall be extended equitably and in compliance with merit system principles, which require that selection and advancement be determined solely on the basis of relative ability, knowledge,

and skills after fair and open competition, ensuring that all applicants receive equal opportunity. Retired members shall be appointed following the employment policies and procedures outlined in reference (f).

- 7.6. Appointment of Federal Annuitants. Federal civilian annuitants may be appointed to DCIPS positions. The employment of annuitants as a staffing tool allows EDDPs the flexibility to attract and retain subject matter experts who have unique, specialized skills or unusual qualifications to fill positions of critical importance to the organization's mission. Such appointments should be carefully considered keeping in mind the Naval Intelligence's need to ensure a steady pipeline of leadership talent. Annuitants must meet the minimum qualification requirements established for the work category, occupation, work level, and grade of the position for which they are selected. Federal annuitants shall be appointed and compensated subject to the criteria and delegations of authorities set forth in references (g) and (h).
- 8. STATUTORY AND REGULATORY LIMITS ON APPOINTING OFFICIAL AUTHORITY. Before filling any position, an appointing official must, as applicable, satisfy the rights of employees entitled to:
- 8.1. Restoration following military duty or recovery from compensable injury or disability in accordance with sections 4314 and 4315 of reference (e).
 - 8.2. Reemployment under law or regulation.
 - 8.3. Restoration after a successful grievance or appeal.
- 8.4. Mandatory placement associated with the Reasonable Accommodation (RA) Program in accordance with references (j) and (k).
- 8.5. Mandatory placement associated with the DoD Priority Placement Program (PPP) in accordance with reference (i).
- 8.6. Mandatory placement associated with the DCIPS Retention Program (DRP) in accordance with reference (1).
- 8.7. Mandatory placement associated with local special placement programs.

9. CONDITIONS OF EMPLOYMENT

- 9.1. All applicants selected for a DON DCIPS position must meet the conditions of employment unique to the position to which they have been selected. Examples of conditions of employment include, but are not limited to: obtaining and maintaining access to the level of classified information required for the position; undergoing initial and periodic polygraph examinations; meeting physical or medical standards, signing a mandatory mobility agreement to include support of contingency operations; and participating in the DON's Drug Testing Program.
- 9.2. Applicants selected for a DCIPS position are required to sign the DON DCIPS Statement of Understanding (Appendix A) acknowledging they understand the conditions of employment and consequences of failing to meet required conditions, and that the position is covered by DCIPS and is in the excepted service. The statement must be signed by the effective date of the applicant's appointment. Failure to accept specific conditions of employment constitutes grounds to withdraw the employment offer. The DCIPS Statement of Understanding shall be retained in the employee's Official Personnel Folder.
- 9.3. Applicants who do not meet the conditions of employment may be denied appointment or assignment to a DCIPS position. Employees who do not meet or maintain a condition of employment may be reassigned, demoted, or removed from Federal service in accordance with applicable laws and DCIPS regulations.

10. TRIAL PERIODS

- 10.1. DCIPS employees shall serve a two year DCIPS trial period. Completion of a probationary or trial period in another personnel system or obtaining competitive status does not waive the DCIPS trial period. During this trial period, an employee may be separated with no right of appeal outside DoD (except as provided for preference eligibles defined as "employees" in section 7511(a)(1)(B) of reference (d)) at any time if it is determined that the employee's conduct or performance is unsatisfactory.
- 10.2. A DCIPS trial period covers the first two years of continuous service for permanent, indefinite, or term employees. Time served in a DCIPS temporary appointment is not credited towards completion of a DCIPS trial period.

- 10.2.1. Employees shall not receive credit for partially served DCIPS trial periods if they return to a DCIPS position at a later date.
- 10.2.2. Periods of absence while in a pay status count toward completion of the DCIPS trial period. Absence in non-pay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service. Non-pay time in excess of 22 workdays extends the DCIPS trial period by an equal amount.
- 10.2.3. The DCIPS trial period for part-time employees is computed on the basis of calendar time, in the same manner as for full-time employees. For intermittent employees, i.e., those who do not have regularly scheduled tours of duty, each day or part of a day in pay status counts as 1 day of credit toward the 520 days in a pay status required for completion of the trial period. However, the DCIPS trial period cannot be completed in less than two years of calendar time.
- 10.3. Employees who have completed a DCIPS trial period in any DoD component shall not be required to complete another trial period in a DON DCIPS position.
- 10.4. Current DON DCIPS employees who are currently serving a DCIPS trial period and who are reassigned to a new DON DCIPS position or who transfer to another DCIPS DoD Component shall finish their trial period in the new DCIPS position.
- 10.5. Employees who have completed a trial period in the National Intelligence Civilian Compensation Program (NICCP) within the intelligence community (IC) shall not be required to complete another trial period upon appointment to a DON DCIPS position.
- 10.6. NICCP employees who are currently serving a trial period and who are appointed to a DON DCIPS position shall finish their trial period in the new DCIPS position.
- 10.7. In cases where organizational units or other groups of employees simultaneously convert to DCIPS, individual trial period status shall be determined according to individual circumstances.

- 11. **TENURE.** The below tenure group definitions apply to DCIPS employees:
- 11.1. Tenure Group 0 All DCIPS employees who are not in tenure groups 1, 2, or 3.
- 11.2. Tenure Group 1 All DCIPS permanent employees not serving a trial period.
- 11.3. Tenure Group 2 All DCIPS permanent employees serving a trial period.
 - 11.4. Tenure Group 3 All DCIPS employees who are:
 - 11.4.1. Serving under an indefinite appointment;
- 11.4.2. Serving under appointment with specific time limitations of more than one year; or
- 11.4.3. Currently serving under appointments limited to one year or less, and have completed one year of current, continuous service.

12. SUPERVISORY AND MANAGERIAL POSITIONS

- 12.1. Supervisory or managerial probationary/trial periods are not applicable in DCIPS. The EDDPs shall ensure that employees newly-selected to DCIPS supervisory or managerial positions possess the required supervisory or managerial competencies for the position.
- 12.2. Development of the necessary supervisory or managerial competencies may be achieved via training, successful accomplishment of specific supervisory or managerial work objectives, individual coaching, and other development activities.
- 13. INVESTIGATIVE STANDARDS AND GUIDELINES. When access to classified information is a condition of employment or assignment, the EDDPs shall follow common investigative standards and adjudicative guidelines established by references (m), (n), and (o), and practice reciprocity of security clearances for their employees.
- 14. **SECURITY ELIGIBILITY AND SUITABILITY**. Selectees must meet applicable eligibility and suitability standards in references (m), (n), and (o). This includes completion of an appropriate

background investigation on the selectee and a favorable adjudication by the determining authority in addition to completion of any related authorized examinations or security procedures. Selectees shall not be appointed to a position requiring a clearance without the approval of their gaining servicing security office.

15. FLEXIBILITY IN APPLICANT SOURCES

15.1. The EDDPs shall:

- 15.1.1. Have maximum flexibility within statutory and regulatory guidelines to recruit high-quality, diverse candidates from both internal (federal) and external (nonfederal) sources such as the Office of Personnel Management (OPM), DoD, DON, or IC-hosted websites; newspaper and periodic publications distributed in applicant-rich population areas; job fairs or college campus recruiting activities; employee referral programs; or other means.
- 15.1.2. Allow for varying areas of consideration depending on the nature and level of the positions to be filled. EDDPs, in consultation with their HRO servicing DCIPS employees, may limit consideration of applicants to the smallest group that will ensure that a sufficiently diverse pool of qualified applicants is available to meet mission staffing requirements in the minimum amount of time. The area of consideration may range from the organizational unit where the vacancy exists to the broadest possible area; all sources.
- 15.2. Recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified. Joint DoD and IC-wide recruiting efforts are encouraged where appropriate.
- 16. **SELECTION**. All employee selections shall be made following merit system principles. Management has the right to select from any appropriate applicant source. Selections shall be made from among best qualified candidates based solely on valid jobrelevant criteria in accordance with reference (p).

17. ADVERTISING

17.1. The EDDPs shall consult with their HRO servicing DCIPS employees prior to communicating any employment opportunities (e.g., vacancy announcements via external or

internal/intranet websites, newspaper and periodical publications, reassignment opportunities, rotational assignments, etc.). When recruiting externally within the DON via USAJobs, job announcements must be open for a minimum of five business days unless a shorter period is authorized by the OCHR Operations Center Director or designee.

17.2. Potential applicants, including those being recruited through job fairs, college campus recruiting activities, or similar venues, shall have access to the information described in reference (b), Volume 2005.

18. QUALIFICATION REQUIREMENTS/STANDARDS

- 18.1. Until USD(I) qualification profiles are issued, the Naval Intelligence community will adopt OPM qualification standards when evaluating candidates for DCIPS positions, as long as there is no conflict (e.g., time in grade) between the standards and DCIPS policy. Qualification standards must be applied in the context of DCIPS policy and support aligning employees to work that fits with the appropriate work levels and grades.
- 18.2. The following table will be used when applying OPM minimum qualifications to DCIPS:

Table. Application of OPM Minimum Qualifications to DCIPS (Source: Reference (b), Volume 2005)

		MINIMUM QUALIFYING GRADE USING OPM
DCIPS WORK CATEGORY	WORK LEVEL	STANDARDS
Technician/Administrative Support	1	GG-01
Technician/Administrative Support	2	GG-07
Technician/Administrative Support	3	GG-11
Professional	1	GG-07
Professional	2	GG-11
Professional	3	GG-13
Professional	4	GG-15
Supervision/Management	2	GG-11
Supervision/Management	3	GG-13
Supervision/Management	4	GG-15

18.3. DCIPS positions are excluded from time-in-grade restrictions as used in title 5. When evaluating qualifications, candidates must meet the minimum qualification requirements established for the work category, occupation, work level, and grade of the position. Candidates must also meet the

specific requirements for the position being filled, including any selective factors, quality ranking factors, or competencies critical to successful job performance.

18.4. The minimum qualifications for all positions in the professional work category require a bachelor's degree or equivalent experience. Qualifications for positions at the GG-07 grade level do not require the superior academic achievement provision, e.g., specific grade point average, as used in title 5. Some positions in the professional work category may have a positive education requirement that cannot be replaced with experience. For example, a requirement for a particular type or level of academic degree or specific coursework identified in the OPM Individual Occupational Requirements to qualify for the position. All candidates who received the requisite bachelor's degree will meet the education requirement for a GG-07.

19. MERIT PROMOTION AND EXTERNAL RECRUITMENT PLANS

- 19.1. The EDDPs shall ensure a Command or local Merit Promotion and External Recruitment Plan is published that covers the organization's DCIPS positions. All DCIPS actions under this plan including evaluation of qualifications, identification of best-qualified candidates, referrals, and selections shall follow merit system principles and adhere to the requirements of DCIPS policy.
 - 19.2. Merit Promotion and External Recruitment Plans shall:
- 19.2.1. Allow for varying areas of consideration, depending on the nature and level of the positions covered.
- 19.2.2. Provide for management's right to select or not select from among a group of properly referred candidates.
- 19.2.3. Require that candidates meet the prescribed minimum qualification standards associated with the position.
- 19.2.4. Include methods of evaluation that are consistent with acceptable professional standards.
- 19.2.5. Not require or guarantee the promotion of an employee at any specific time in the employee's career.

20. EXTERNAL RECRUITMENT

- 20.1. When recruiting from external (non-Federal) sources, EDDPs shall:
- 20.1.1. Structure DCIPS recruitment programs that provide the most direct access to high-quality, diverse candidates.
- 20.1.2. Identify, recruit, and select directly from any non-Federal applicant source with or without public notification or vacancy announcement. EDDPs shall consult with their HRO servicing DCIPS employees to determine when public notification or vacancy announcements are warranted or required. For placement commonly made through college recruitment programs or in conjunction with established DCIPS special programs, the general standing announcements used in support of those programs shall qualify as public notice or publication of vacancy notices.
- 20.1.3. Have the right to select or not select from among a group of best qualified candidates, but must consider and apply any special requirement, such as veterans' preference as described in paragraph 21.
- 20.1.4. Have the ability to direct hire an individual without regard to competitive recruitment and veterans' preference in very rare situations, e.g., severe shortage of candidates exist or critical hiring need, where such is appropriate and can be documented as necessary. The EDDPs shall request approval to use the direct-hire authority from the DDNI. Requests shall be forwarded to the DDNI via the HRO servicing DCIPS employees and must include supporting documentation that demonstrates the existence of a severe-shortage of candidates or critical hiring need for the position(s) requested. Offers of employment shall be made only after approval is received from the DDNI. Copies of direct-hire approval memorandums/letters shall be provided to the Director, OCHR.
- 20.1.4.1. To demonstrate that a severe shortage of candidates exists for a position, the EDDP must provide documentation showing that the organization has been unable to identify candidates possessing the competencies required to perform the necessary duties of the position despite extensive recruitment efforts, extended announcement periods, and the use, as applicable, of hiring flexibilities such as recruitment and relocation incentives.

- 20.1.4.2. To demonstrate that a critical hiring need exists, the EDDP must provide documentation showing that the organization has a critical need to fill the position to meet mission requirements brought about by an exigency, e.g., a national emergency, threat or potential threat, environmental disaster, or other unanticipated or unusual event or mission requirement. A critical hiring need may also result from the requirement to conform to law, Presidential directive or administration initiative, or a congressional or other mandate to meet new or expanded mission requirements by a particular date.
- 20.2. Regardless of the method by which a position will be filled, all candidates, including preference eligibles, must meet the prescribed minimum qualification standards associated with the position.
- 20.3. Employment, selection and placement files and records must be maintained and destroyed following reference (q).

21. VETERANS' PREFERENCE IN EXTERNAL RECRUITMENT

- 21.1. Candidates New to Federal Service. When advertising externally, candidate lists/selection certificates must identify candidates as internal or external; preference-eligible candidates must be noted, but do not have to be noted with a specific preference with the exception of preference-eligible candidates with a military service-connected disability of 30 percent or more. Preference-eligible veterans shall be granted preference in selection over non-preference eligible candidates with substantially equal qualifications as outlined in paragraph 21.4.
- 21.2. <u>Candidates with Prior Federal Service</u>. Candidates with prior Federal competitive or excepted service who have completed a probationary or trial period, and who were not separated for cause, may compete as internal candidates without application of veterans' preference.
- 21.3. <u>Candidates with Prior DCIPS Service</u>. Former DCIPS employees who served on permanent appointments, completed a trial period, and were not separated for cause may be reappointed in DCIPS without application of veterans' preference.

- 21.4. Veterans' Preference Methodology and Documentation.
- 21.4.1. The criteria in section 2108 of reference (d) for determining the preference eligibility of each applicant shall apply to DCIPS without change.
- 21.4.2. Selecting officials shall treat veterans' preference eligibility as a positive factor in all stages of the review process, when making a selection from an announcement open to external recruitment sources or where veterans' preference is otherwise applicable as required by law.
- 21.4.3. As the determination is being made regarding who will proceed to the next step in the hiring process, if a preference eligible is equal, similar or substantially the same as other candidates who are proceeding, he or she must continue to the next step.
- 21.4.4. If, even with the application of a preference, the candidate is not equal, similar, or substantially the same as those proceeding to the next step, the veteran does not proceed.
- 21.4.5. The application of preference continues through to final selection, unless or until there is a substantial difference in skill, ability, or experience and the "preference" no longer keeps the veteran on-par with the other candidates moving forward.
- 21.4.6. At the point of final selection if all relevant considerations for the candidates are deemed equal, the selecting official must offer the position to an equally qualified preference-eligible candidate as opposed to a non-preference eligible candidate. If a non-preference eligible candidate is selected over equally qualified preference eligible candidates, the reason(s) for non-selection must be documented in writing and made part of the selection record, and provided to the preference eligible candidates by the HRO servicing DCIPS employees.
- 21.4.7. Special procedures apply in very rare situations when passing over equally qualified veterans with a compensable service-connected disability of 30 percent or more. Before sharing the results of the proposed selection with any candidate or extending an offer of employment, including a preliminary offer, to a non-preference eligible candidate, the EDDP must request and receive approval from USD(I), via the

DDNI. The request must include the vacancy announcement and position description, the application or resume of the proposed selectee, and the applications or resumes of the preference-eligible candidates with a compensable service-connected disability of 30 percent or more. The DDNI retains the authority to deny a request if it is not in compliance with applicable laws and regulations. Requests that are compliant will be endorsed by the DDNI and forwarded to USD(I) for approval. If the passover request is approved, the reasons for non-selection and the USD(I) approval must be made part of the se lection record. Additionally, reasons for non-selection shall be provided to the preference-eligible candidates.

22. INTERNAL RECRUITMENT AND PLACEMENT ACTIONS

- 22.1. The EDDPs may recruit from internal (Federal) sources when there is a sufficiently diverse and well qualified applicant pool available.
- 22.2. Veterans' preference is not applicable to recruitment from internal candidate sources.
 - 22.3. When recruiting from internal sources, EDDPs shall:
- 22.3.1. Have the right to select or not select from among a group of referred candidates.
- 22.3.2. Require that candidates meet the prescribed minimum qualification standards associated with the position.
- 22.3.3. Include methods of evaluation that are consistent with acceptable professional standards.
- 22.4. Selection and placement files and records must be maintained and destroyed following reference (q).

23. APPLICATION OF COMPETITIVE PROCEDURES FOR INTERNAL PLACEMENT ACTIONS

- 23.1. Competitive procedures apply to the following actions:
- 23.1.1. Selection to a position which provides promotion to a higher grade.

- 23.1.2. Selection to a position with more promotion potential than a position currently or previously held by the selectee.
- 23.1.3. Selection to a position in the Professional work category from a position in the Technician/Administrative Support work category.
- 23.1.4. Details to a higher grade or work level, or to a different work category with higher grade potential, for more than 240 days.
 - 23.2. Competitive procedures do not apply to the following:
- 23.2.1. Appointments, transfers, and reassignments where the grade remains the same and the employee meets the qualification requirements for the position.
 - 23.2.2. Details to the same grade.
- 23.2.3. Mandatory placement programs (e.g., DoD PPP, DRP, RA, local placement programs, etc.).
- 23.2.4. A promotion resulting from an employee's position being upgraded (with no further promotion potential) because of additional duties and responsibilities, refer to paragraph 25, Accretion of Duties.
- 23.2.5. Promotions without current competition when the employee competed earlier for an assignment intended to prepare the employee for the position being filled, and the intent was made a matter of record. Refer to paragraph 26, DON DCIPS Developmental Program.
- 23.2.6. A promotion resulting from an employee's position being upgraded due to application of a new classification standard without a significant change in duties.
- 23.2.7. A promotion resulting from an employee's position being upgraded due to a correction of an initial classification error.
- 23.2.8. Actions taken under adjustment in force, reference (r).

- 23.2.9. A repromotion to a grade previously held and the employee meets the qualification requirements for the position.
- 23.2.10. An appointment, promotion, reassignment, transfer, change to lower grade or reinstatement of an employee from a position with known promotion potential to another position having no higher promotion potential than any other position previously held on a permanent basis and the employee meets the qualification requirements for the position.

24. **DETAILS**

- 24.1. A detail is a temporary assignment, internal or external, without formal transfer or change in employment to a different position, for a specified period. During the period of detail, the employee is considered as permanently occupying his or her position of record for pay and manpower purposes. Detailed employees will typically resume the duties of their position of record upon conclusion of their detail.
- 24.2. Details typically do not exceed one year. Extensions to existing details should be requested 30 days in advance of the not-to-exceed date.
- 24.3. EDDPs shall regularly review the use of details to ensure that merit system principles, employee equity, and proper workforce management are not compromised.

24.4. Documenting Details

- 24.4.1. Details of 30 days or fewer will not be documented in the employee's official personnel folder (OPF).
- 24.4.2. Details to a position that is within the same or equivalent work category, work level, series and grade will not be documented in the employee's OPF.
- 24.4.3. Details of more than 30 days to a different work category, work level, series, or grade may be documented via a Standard Form (SF)-52, Request for Personnel Action (RPA), and filed in the employee's OPF. The following information should be included on the SF-52:
- 24.4.3.1. Name, title, grade, and salary of the employee to be detailed.

- 24.4.3.2. Effective date of the detail.
- 24.4.3.3. Position to which detailed (duties and responsibilities to be performed if detailed to unclassified duties).
- 24.4.3.4. Organization detailed from and organization detailed to.
- 24.4.3.5. Duration of the detail (not-to-exceed date).

25. ACCRETION OF DUTIES

- 25.1. An accretion of duties is the addition of duties and responsibilities to an encumbered position which may increase the grade of the position whereby a promotion may be achieved non-competitively. An accretion of duties must meet all established requirements, and must adhere to merit system principles as well as position classification standards. Promotions through an accretion of duties are permitted under DCIPS policy; however, they should be extremely rare occurrences, and be carefully reviewed.
- 25.2. An accretion of duties promotion results from the gradual addition of duties to the employee's position, with the major duties of that position remaining intact, and the position being reclassified at a higher grade. This means that:
- 25.2.1. The process of accretion must be gradual, occurring over an extended period of time, typically one year or more. Higher level duties cannot simply be added to a position, such as when another employee leaves an organization and duties from the vacated position are then added to the position.
- 25.2.2. The former position cannot be changed so that some or all of its major duties are removed. This would violate the requirement that the major duties of the old position are incorporated in the new position.
- 25.2.3. An employee cannot be moved elsewhere in the organization. Even if the employee continues to perform some or all of the former duties at the new location, accretion of duties is the adding of duties to the employee's position, not the adding of the employee's duties to another position.

- 25.3. The following situations are typically considered inappropriate for an accretion of duties promotion action:
- 25.3.1. Transition from a one-grade interval position to a two-grade interval position.
 - 25.3.2. Accretion across occupational series.
 - 25.3.3. Movement to a vacant higher level position.
- $25.3.4.\ \mbox{\sc Accretion}$ from an identical additional position.
- 25.3.5. Accretion from a non-supervisory position to a supervisory position.
 - 25.3.6. Accretion across organizational lines.
- 25.4. An accretion of duties promotion is an exception to the DoD PPP. Accretion is not a technique to circumvent PPP placements.
- 25.5. Accretion of duties promotion involves joint discussions with managers accountable for the position and the HRO servicing DCIPS employees. All parties participating in the accretion of duties determination process will be held accountable for the determinations made. The primary accountability lies with management who controls the assignment of work. Management's responsibilities include providing required information and justification for accretion of duties promotion.
- 25.6. Management officials must submit to their HRO servicing DCIPS employees, via their DCHR, a justification for promotion as an exception to the competitive process, which includes:
- $\,$ 25.6.1. A copy of the old and new position description.
- 25.6.2. An organizational chart depicting position title, occupational series, and grade of all positions located in the organizational unit where the position exists.
- 25.6.3. Explanation of what caused the increased duties and responsibilities to the incumbent's position.

- 25.6.4. A statement that the duties of the old position are absorbed in the new position and that the old position is cancelled.
- 25.6.5. A statement on how long the employee has been performing the new duties.
- 25.6.6. A statement that no other position is adversely affected by adding the new duties and responsibilities to the new position.
- 25.6.7. A statement that the position has no known promotion potential.
- 25.7. Requests for promotions via accretion of duties will be reviewed under a comprehensive process that will determine whether higher-level work is actually being performed and whether the proposed promotion action can be exempted from competitive procedures. If the classification analysis validates that higher-level work is being performed, a decision on whether to noncompetitively promote the employee will be based on a review of the documentation submitted and any additional information that was obtained through fact-finding. The HRO servicing DCIPS employees shall affirm all criteria for accretion of duties promotions are met and the employee meets all eligibility requirements for the higher grade.
- 26. DON DCIPS DEVELOPMENTAL PROGRAM. To support the USD(I) strategic goals to professionalize the workforce and to enable the recruitment, development, and retention of a mission-focused workforce, Naval Intelligence has established a DCIPS Developmental Program for employees entering the Professional work category at the Entry/Developmental work level. The program is a formal management tool used not only by managers looking to broaden and develop the skill base for a quality work force to accomplish the Naval Intelligence mission and ensure readiness, but also by employees seeking professional growth and job enrichment.
- 26.1. The following program provisions apply to the DCIPS Developmental Program:
- 26.1.1. Entry into the developmental program shall be conducted through a formal competitive process.
- 26.1.2. Developmental positions shall be competed at the Entry/Developmental work level, GG-07, GG-09 or GG-10. The

advertisement must also identify the pre-determined expected end grade in the Full Performance work level, GG-11, GG-12, or GG-13. Developmental positions to grades GG-14 and GG-15 are not authorized.

- 26.1.3. The duration of the program is typically three to six years.
- 26.1.3.1. An individual developmental progression plan (IDPP) must be developed that clearly describes the developmental benchmarks, performance requirements, supporting criteria, and standards that must be met in order to be promoted to the next higher grade level.
- 26.1.3.2. Employees complete the DCIPS Developmental Program when they meet the required milestones for their final promotion to the pre-determined DCIPS end grade identified at the start of their program.
- 26.1.4. The program allows for non-competitive promotions to a pre-determined end grade in the Full Performance work level.
- 26.1.5. Developmental promotions in the program are not an entitlement.
- 26.2. Employees participating in the program may apply for job opportunities outside of the program.
- 26.3. When a candidate is selected for a developmental position, the immediate supervisor shall:
- 26.3.1. Develop and provide an IDPP to the employee within 30 days of assignment to the developmental position. The IDPP must be signed by the employee and supervisor.
- 26.3.2. Ensure the IDPP is specific to the employee's needs, to include the planned duration of the program relative to the employee experience.
- 26.3.3. Assign the employee developmental work and/or projects of sufficient complexity and responsibility to allow the employee to demonstrate the capability for satisfactory performance at the next higher grade level.
- 26.3.4. Provide meaningful, constructive, and candid feedback relative to progress against performance expectations

throughout the evaluation period consistent with reference (b) Volume 2011.

- 26.3.5. Consider the employee for developmental promotion annually. If it is determined at the annual review that the employee has not met the specific criteria outlined in their IDPP, another review for promotion eligibility may be conducted at any time thereafter.
- 26.3.6. Promotions in the entry/developmental work level (GG-7 through GG-10) and to the first grade of the full performance work level (GG-11) shall be initiated and approved by the immediate supervisor. Promotions to GG-12 and GG-13 within the full performance work level require higher level review and approval. Requests for promotions shall be submitted to the HRO servicing DCIPS employees via an SF-52.
- 26.3.6.1. It is the responsibility of the immediate supervisor to initiate promotion actions. Promotions cannot be processed retroactively in circumstances where a supervisor fails to properly initiate action in accordance with the intended effective date. Requests for promotions shall be submitted to the HRO servicing DCIPS employees via an SF-52. The promotion will be effective at the beginning of the first pay period after approval by the servicing OCHR Operations Center.
- 27. **STUDENT PROGRAMS**. EDDPs may develop temporary and intermittent paid or unpaid student employment, intern employment, and scholarship programs to provide students with temporary exposure to work environments, acquaint them with intelligence missions, and encourage student interests in new or developing occupations and professions. Use of student programs is limited to students who are enrolled at least half-time in an accredited educational institution and who have the permission of that institution, where necessary, to work for the DON. A competitive process must be used when selecting candidates for student programs.
- 27.1. Converting Student Hires. Students who have successfully completed the established program requirements, to include graduation, may be eligible for non-competitive conversion to a permanent, indefinite, term, or temporary position. This includes conversion to developmental positions in the professional work category under the DCIPS Developmental Program. In determining the appropriate work level and grade for student employees who are being placed in permanent

positions, EDDPs shall consider all qualifications, including the student's performance record as a student employee.

- 27.2. <u>Inter-Component Conversion</u>. EDDPs may noncompetitively convert student program participants from other DOD Components with DCIPS positions, with the consent of the other parent Component.
- 27.3. <u>Scholarship Programs</u>. EDDPs may use scholarship programs, whether statutorily limited to individual DON Entities or broadly applicable in the Government, the IC, or the DoD, consistent with DON DCIPS staffing requirements and governing statute and regulation.
- 28. SPECIAL EMPLOYMENT PROGRAMS. In order to support the mission, Naval Intelligence may use established DoD, DON, Federal, and Intelligence Community programs to increase diversity or improve recruitment in specific work categories, occupations, geographic areas, or other areas of focus. However, all DCIPS policies will apply to these programs. Because these special emphasis programs are subject to change beyond Naval Intelligence's control, EDDPs should consult with their HRO servicing DCIPS employees for current information on the purpose, scope, and eligibility criteria of special employment programs.
- 29. TEMPORARY ASSIGNMENTS TO OTHER DOD COMPONENTS WITH DCIPS POSITIONS. DCIPS employees shall be afforded every opportunity to develop skills and contribute their talents across Naval Intelligence, DOD, and in other Federal intelligence agencies, in domestic and foreign field assignments with return rights to the same or similar position. To that end, EDDPs shall:
- 29.1. Fully utilize temporary competitive and noncompetitive assignments for employees to serve across organizational lines in other EDDPs, DoD and IC positions, and joint duty assignments in accordance with reference (v).
- 29.2. Facilitate such assignments through advertisement and other means, including career planning, recognition during performance management deliberations, and providing appropriate rewards consistent with Volumes 2006, 2008, and 2012 of reference (b).

DON DCIPS STATEMENT OF UNDERSTANDING

Subj: STATEMENT OF UNDERSTANDING
1. I, have been selected for the
following Defense Civilian Intelligence Personnel System (DCIPS)
position: Pay Plan, Series, Grade
2. I understand the conditions of employment applied to my position, which may include but not be limited to security, nondisclosure, and drug testing. I understand that continued employment with the Department of the Navy is subject to meeting these conditions of employment.
3. I understand this position falls within the scope of the DCIPS, a excepted service personnel system. I further understand that:
a. My appointment to this position does not confer competitive status.
b. I may be considered for a position in the competitive service only if: (1) I have personal competitive status by virtue of previous employments in the competitive service, or (2) after I have passed an open competition examination conducted by or under the guidelines of the Office of Personnel Management.
c. I am entitled to the same retirement, health and life insurance, leave, and injury compensation benefits as other Federal employees.
d. I am required to serve a two year continuous DCIPS trial period if applicable.
4. I acknowledge that I have received information on the specific features of DCIPS and have been given an opportunity to discuss issues relating to my employment under this system. Accordingly, I accepted this offer of employment under DCIPS.
Employee Signature Date